

MADERA COUNTY

CHIEF CLERK TO THE BOARD OF SUPERVISORS

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the work of staff assigned to the scheduling and preparation of the County Board of Supervisors agenda, recording of Board meeting proceedings and actions, and the maintenance of official records and reports of the Board; to answer questions and inquiries concerning the business and actions of the Board of Supervisors; to perform assignments necessary to assist with the conduct and recording of Board meetings; to provide administrative staff support assistance to the Board of Supervisors; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the work of staff assigned to the scheduling and preparation of the County Board of Supervisors agenda, recording of Board meeting proceedings and actions, and the maintenance of official records and reports of the Board; selects, directs, supervises, trains, and evaluates assigned staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; oversees attendance of meetings of the Board of Supervisors and other bodies, taking and transcribing minutes of proceedings for permanent records; calls roll, reads letters into the record, marks exhibits, and administers oaths to witnesses when necessary; oversees proper recording and maintenance of records including resolutions, minute orders, and other actions; ensures proper distribution of Board actions and completed business to the public, other agencies, and County management staff; oversees the preparation of correspondence and direction of mail to County staff; oversees and ensures the scheduling and preparation of the Board agenda, including assembling of necessary informational material for attachment to Board items; oversees and ensures the proper distribution of Board agenda; complies with laws and regulations requiring proper publication and notification for requisite agenda items and actions; maintains current information on individuals serving on the Board of Supervisors appointed boards and commissions; prepares special assignments and provides staff assistance as directed by Board members; organizes and participates in special ceremonies, conferences, and events sponsored by the Board of Supervisors; receives and answers a variety of public and press inquiries; maintains and updates County code and fact publications; directs the establishment and maintenance of record retrieval systems.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions, procedures, and policies of the County Board of Supervisors.
Organization of County government and basic functions of each department.
Legal terminology, forms, and procedures related to the meetings and business of the County Board of Supervisors special district and city selection.
Principles and practices of budget development, preparation, and expenditure control.
Fiscal and account record keeping.
Comprehensive filing and indexing systems.
Modern office practices, methods, and computer equipment.
Principles and techniques of management and program administration.
Principles and practices of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations including rules and laws governing Agricultural Preserve, assessments, appeals, planning hearings, and special districts.

Skill to:

Operate modern office equipment including computer equipment.
Take and record accurate minutes of Board proceedings and prepare transcriptions.

Ability to:

Plan, direct, manage, and oversee the work of staff assigned to assisting with the business and record keeping functions of the Board of Supervisors.
Supervise, train, and evaluate the work of assigned staff.
Perform a variety of complex administrative assistance assignments related to the Board of Supervisors functions.
Develop and prepare an assigned budget and control expenditures.
Prepare clear, concise, and accurate records and reports.
Deal tactfully and courteously with the public, public officials, administrators, and other staff when answering questions, inquiring, and disseminating information about the Board of Supervisor functions, business, and actions.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of increasingly responsible office assistance and administrative assistance experience, preferably including at least one year in a lead or supervisory capacity. Experience working with the minutes, resolutions, and business activities of an elected government is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or administrative training and college level course work in public administration, business administration, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995